DRS and [Department] Accommodated Testing Partnership Agreement

Purpose:
This is an agreement of collaboration between Disability Resources for Students and [Department] to facilitate approved alternative testing accommodations for [Department] students registered with DRS.

Roles

DRS Role:

- Provide a space analysis to determine what department available spaces would suit accommodation needs
- Provide distraction reducing equipment if needed. May include: noise canceling headphones, cardboard dividers, earplugs
- If needed, recruit, on board, and train proctors to aid in the administering of accommodated exams
- Connect proctor to designated departmental contact

Department’s Role:

- Review the descriptions of 3 Most Common Testing Accommodations & DRS General Proctor Job Description 2017
- Identify space in department for exam and partner with DRS on completing the Testing Partnership Agreement (below)
- Provide proctor with any necessary orientations to the program or process
- Provide any necessary day-of instructions to proctor
- Maintain communication with DRS regarding any difficulties or complications with accommodated exam administration
- Communicate exam dates and locations to DRS students

[Department] Space Analysis Overview:

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity for Reduced Distraction</th>
<th>Suggestion</th>
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<tr>
<td></td>
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<td>EX. Create individual work stations by putting tables against walls or staggering seats</td>
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